

**MOREAU CATHOLIC HIGH SCHOOL**  
**BOARD OF TRUSTEES**  
**POLICIES AND PROCEDURES MANUAL**

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b><i>1.00 Policies/Procedures Relating to Board Affairs</i></b>	<b><i>2</i></b>
1.1 Mission, philosophy and planning	2
1.2 Membership and organization of the board	2
1.3 Officer nominations	2
1.4 Trustee nomination process	3
1.5 Renewal of terms of office	4
1.6 Board committees	4
1.7 Meetings	5
1.8 Performance of board members	5
1.9 Evaluation of president	6
1.10 Communications	6
1.11 Policy development and changes	7
<b><i>2.00 Policies/Procedures Relating to Administrative Affairs</i></b>	<b><i>7</i></b>
2.1 School administration	7
2.2 Instruction	7
2.3 Student admission	7
2.4 Students	8
2.5 Student pregnancies	9
2.6 Grievances	9
2.7 Steroids/performance enhancing drugs	9
2.8 Parent auxiliary organizations	10
2.9 Record retention policy	10
2.10 Naming and Conferring Recognition Awards	
<b><i>3.00 Policies/Procedures Relating to Fiscal/Facility Affairs</i></b>	<b><i>11</i></b>
3.1 Stewardship and fiscal affairs	11
3.2 Investment policies	11
3.3 Tuition assistance	12
3.4 Faculty and staff grants	12
3.5 Facilities and resources management	12
3.6 Earthquake preparedness	12
3.7 Authorization of disbursements	12

**Moreau Catholic High School**  
**Board of Trustees**  
***POLICIES AND PROCEDURES*<sup>1</sup>**

**1.00 Policies and Procedures Relating to Board Affairs**

**1.1 *Mission, Philosophy and Planning***

1. The school shall have written statements of mission and philosophy approved by the members of the corporation. These shall be periodically reviewed by the *mission integration committee* and widely published throughout the school community.
2. The school shall have a written strategic plan approved and monitored by the board of trustees and it shall be updated annually through the office of the president.

**1.2 *Membership and Organization of the Board***

The policies governing the school and the board of trustees are described in Article IX (*Board of Trustees*) and Article XI (*Officers of The Corporation*) of the corporate bylaws. Additional policies pertaining to organization and membership are:

- (a) The officers of the corporation consist of the chairperson of the board, the vice-chair, secretary and treasurer; they shall be elected annually, and recommended for appointment by the members of the corporation
- (b) Qualifications for board membership are delineated in Article IX, Section 3 of the corporate bylaws and the board as necessary may further define these qualifications
- (c) The board matters committee of the board shall be responsible to the board for recruiting and nominating prospective elected trustees
- (d) New board members shall attend orientation meetings as may be required
- (e) The fiscal year shall be from 1 July to 30 June.

**1.3 *Officer Nominations*<sup>2</sup>**

1. The chairperson of the board shall appoint a nominating committee to recommend board officers for the next fiscal year. The appointment of the nominating committee shall occur at the first regular meeting of the board of trustees of the new *calendar* year.
  - (a) The chairperson of the board of trustees shall designate the chair of the nominating committee
  - (b) The nominating committee shall normally be comprised of one board member from

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<sup>1</sup> Unless otherwise noted, the trustees originally adopted these board policies in spring 1988. Extensive policy review and revisions occurred during 1996-97 and 2001-02.

<sup>2</sup> Approved 19 December 1989. Revised and approved 2 June 1997. Revised and approved 4 March 2002.

each of the board's standing committees except the *executive committee*

2. The nominating committee shall meet as often as necessary to develop a slate of recommended officers for the coming year.

3. The nominating committee shall report its recommended slate of officers to the board of trustees at the second regular meeting of the board of the new calendar year.

(a) Upon conclusion of presenting its report, the chairperson of the board shall open nominations from the floor

(b) If there are no nominations from the floor, nominations shall be closed with an appropriate motion that the nominated officers are deemed to have been elected unanimously and recommended for appointment by the members of the corporation

(c) If there are further nominations from the floor, then an election shall be scheduled for the third meeting of the board of trustees of the new calendar year

(c.1) In the event of an election, ballots shall be mailed to each board member. The ballots shall be returned no later than the start of the third meeting of the new calendar year. The ballots shall be tallied in private by two non-running board members appointed by the chair of the board of trustees. This committee shall only report the winner of each position.

#### **1.4 Trustee Nomination Process<sup>3</sup>**

1. Potential candidates are usually solicited from board members, staff recommendations, *board matters committee* (acting as a trustee nominating committee), or various constituencies of the school community.

2. An initial, informal meeting with the prospective candidate shall be scheduled with two trustees and the president. Prior to the meeting, a packet of information about the school and the board of trustees shall be sent to the prospective candidate.

3. After the initial meeting and if the prospective candidate wishes to continue the process, he/she shall be asked to submit a personal resume and complete an application questionnaire.

4. The *board matters committee*, acting as the nominating committee for the board, shall review the candidate's application questionnaire and resume to make a determination if the candidate should proceed to a panel interview. If the determination is positive, the candidate shall be invited to meet with the nominating committee for a formal interview. The committee shall employ interview questions and a rating scale to determine a candidate's suitability for nomination to the board for appointment.

5. If after the interview the nominating committee does not conclude that the candidate should continue with the process, he/she will be so notified by the chair of the nominating committee.

6. If the nominating committee concludes that the candidate meets the needs for board membership, the committee chair shall submit the candidate's name, resume, application questionnaire, and a recommendation for board approval.

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<sup>3</sup> Adopted 6 March 2000. Revised and approved 4 March 2002.

7. If the board approves the candidate for appointment, the candidate's name, resume, application, and a request to the members of the corporation for appointment is submitted.
8. Upon appointment by the members of the corporation, the chairperson of the board will notify the new trustee of their election to the board.

### **1.5 Renewal of Terms Term of Office <sup>4</sup>**

1. The terms for elected and appointed trustees are governed by *Article IX, Section 4 and Section 5* of the bylaws.
2. Prior to the last scheduled board meeting within a trustee's third year of election or appointment, the board chair and/or president will inquire as to the trustee's interest in serving a second term or with continuing appointment.
3. A committee consisting of the chairs of the board and board matters committee and the president shall, after discerning and discussing the interests of an *elected trustee*, review the desirability of extending an invitation to serve a second term of office. Or, after discerning and discussing the interests of an *appointed trustee*, the committee shall review the desirability of continuing or discounting the appointment of the trustee to the board.
  - (a) *Elected trustee*. After the decision of the review committee and no later than the trustee's final board meeting which shall be prior to the expiration date of his/her first term, the committee shall notify the trustee of its decision to extend or not to extend an invitation to serve for second term. If the trustee accepts the committee's invitation, the committee shall recommend to the board that the trustee be elected to serve a second term. If so elected, the board shall notify the members of the corporation with the request that the trustee be appointed to serve a second term of office.
  - (b) *Appointed Trustee*. After the decision of the review committee and no later than the trustee's final board meeting which shall be prior to the date of his/her third year of appointment, the committee shall notify the trustee of its decision to recommend to the Bishop (in the case of a diocesan appointee) or the members of the corporation (in the case of a Holy Cross appointee) that the trustee be reappointed or not reappointed to the board of trustees.

### **1.6 Board Committees <sup>5</sup>**

1. Board committees shall be governed by Article X of the bylaws in addition to the following policies.
2. In consultation with and the approval of the executive committee, the board chair shall annually review and appoint trustees to serve as board committee chairs.
3. There shall be one or more faculty representatives on the *mission integration committee*. Other than committee staffing functions and due to their specialized purposes for the board of trustees, the *board matters* and the *finance committees* do not require other faculty-staff presence, although opinions and involvement of school employees must be represented through other processes determined by the board committee chairs, president and principal.
4. Persons who are not trustees serving on board committees will normally serve two (2) three-year terms.

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<sup>4</sup> Revised and approved 4 March 2002.

<sup>5</sup> Approved 10 April 1989. Revised and approved 2 June 1997. Revised and approved 4 March 2002.

5. If necessary, board committee chairs may appoint subcommittees or task groups to assist with the overall purpose and work of the board committee on behalf of the board of trustees.

## **1.7 Meetings <sup>6</sup>**

Policies affecting meetings are governed by Article IX, Sections 8 and Section 9, and Article X of the bylaws, in addition to the following:

1. Except upon invitation, meetings of the board shall not be open to anyone other than the board members and designated staff.
2. The president shall inform the board chair of any person's request to attend a meeting of the board of trustees.
3. Open meetings shall:
  - (a) Be approved by the *executive committee*
  - (b) Offer an opportunity for members of the school community to observe, make suggestions or identify concerns affecting the school
  - (c) Not hear complaints that should be otherwise have been referred to the president prior to being presented to the board or appropriate board committee
4. Meetings of the board shall be held at least quarterly.
5. All confidential matters affecting the corporation, board of trustees, school personnel and student disciplinary issues at meetings shall be held in executive session.
6. *Executive committee* meetings shall be governed by Article X, Section 1 of the bylaws and subject to periodic review by the board of trustees.

## **1.8 Performance of Board Members <sup>7</sup>**

1. Board members agree to adhere to the guidelines published in *A Guide for Prospective and Current Board Members*.
2. Regular attendance at meetings of the board is expected, but members who absent themselves from a meeting are asked to notify the board chair, president or administrative assistant.
3. It is expected that all trustees will participate in the ongoing life of the school community whether by service on board committees or by other arrangements made with the board chair, and to participate in the annual fund appeal.
4. Unless otherwise authorized by the board chair, all information, discussion and the vote of individual members during all board sessions, whether closed or executive, is confidential and, as such, shall not be discussed outside board meetings, with the exception of communications between the Roman Catholic Bishop of Oakland and his board appointees and the members of the corporation and their board appointees.

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<sup>6</sup> Revised and approved 4 March 2002.

<sup>7</sup> Revised and approved 28 October 1996.

5. A majority vote of the full board shall be required for a recommendation to the members of the corporation that a trustee be dismissed from the board.

### **1.9 Evaluation of President <sup>8</sup>**

The board of trustees shall evaluate the president annually. The evaluation process shall be viewed as a tool to further enhance the communication between the president and the board. The evaluation shall be positive in nature, commend performance that merits commendation, and serve as a guide where performance can be improved. The *board matters committee* shall initiate the evaluation and determine its time frame, form, substance, and reporting of the results. The process should be as informal as practicality allows, with results of the evaluation process and its product having the concurrence of both parties.

### **1.10 Communications**

1. Board communications, policies and directives affecting school interests or concerns shall be communicated and coordinated through the president.
2. Board policies shall be available to the faculty and staff at all times, and access shall be given to other school community members as requested.

### **1.11 Policy Development and Changes**

1. New or changes in board policies may be proposed by board members, board committees, or recommended by the administration through the president.
2. When requested by the board chair, appropriate board committees shall review proposed changes in board policies for presentation and disposition by the board.
3. The formal adoption of new policies or revisions of existing board policies shall be considered official and duly adopted by the board of trustees when they are recorded into the minutes of board meetings.
4. Generally, after two readings of a newly proposed or revised policy, the board will consider adoption of the same.
5. Adoption of new or revised policies shall be by a two-thirds (2/3) vote of the quorum present at a regularly scheduled board meeting.
6. For specified periods, the board may create provisional or temporary policies for the purpose of addressing emergencies or otherwise unforeseen events affecting the board or school community.
7. Administrative guidelines, procedures or regulations generated to implement board policies shall be developed by staff and are subject to periodic review by the board of trustees and/or appropriate board committee.

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<sup>8</sup> Approved 19 December 1989. Revised and approved 2 June 1997. Revised and approved 4 March 2002.

## **2.00 Policies and Procedures Relating to Administrative Affairs**

### **2.1 School Administration**

1. The president, through the office of the principal, is responsible for establishing policies affecting the administration and operation of the school.
2. There shall be a document referred to as the school's *Personnel Guide* (faculty-staff handbook) that includes but not limited to:
  - (a) Statements of mission, philosophy and appropriate text pertaining to the heritage, mission, values, sponsorship, and expectations of schools affiliated with the Congregation of Holy Cross
  - (b) Administrative structures and positions defined and explained
  - (c) Administrative policies, guidelines, procedures, regulations and rules of the school are clearly defined as well as appropriate board policies
  - (d) Policies affecting the use of the school facilities and other material resources
3. The board shall periodically monitor, review and approve all revisions to the *Personnel Guide* through the *mission integration committee*.
4. There shall be current and written position descriptions available for all levels of personnel employed by the school.
5. There shall be a widely distributed *Student-Parent Handbook* that describes the school's academic and cocurricular administrative policies and procedures, and other policies of the school such as legal rights and responsibilities, discipline, attendance, parental expectations and all pertinent information necessary for students and parents to be successfully affiliated with the school. This document will be monitored, reviewed by the board of trustees through the *mission integration committee*, and the same committee shall approve content revisions.

### **2.2 Instruction**

1. The school shall maintain accreditation and appropriate memberships and affiliations with the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the National Catholic Educational Association (NCEA).
2. Assuring consistency with the mission and philosophy of the school, the board shall monitor and annually ratify revisions to academic offerings and major cocurricular programs as recommended to the board of trustees by the *mission integration committee*.
3. Information concerning the school's course offerings and descriptions shall be published and made available annually.

### **2.3 Student Admission <sup>9</sup>**

#### ***Guidelines affecting student admission***

1. The board of trustees will monitor and otherwise review and revise the student admission policy upon the recommendation of the *mission integration committee*.

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<sup>9</sup> Revised and approved September 1991, 2 June 1997. Revised and approved 4 March 2002.

2. Policies affecting student admissions to the school shall be included in the *Student-Parent Handbook* and in registration and application materials.
3. Exceptions to the admissions policy and procedures shall, on an individual basis, be permitted at the discretion of the president in consultation with the principal.
4. The president, or a delegate, shall report to the board the results of the annual admissions process.

### **Admission policy**

The school shall admit students of any color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school shall not discriminate on the basis of gender, color, race or ethnic origin with regard to the administration of its education policies, admissions policies, and scholarship and aid programs. It shall encourage applications for admissions to the ninth grade and all other high school grades from the community-at-large, and maintains an open enrollment policy whereby parents<sup>10</sup> may apply for enrollment for their son or daughter.

The facilities of the school shall allow for a predetermined number of ninth grade students who shall be admitted to the school. Entrance requirements shall not necessarily nor exclusively be based on intellectual ability, but on a combination of character, willingness to learn and study and other related factors. Consideration shall be given to applicants who are continuing a Catholic education, or who have had one or more parents or siblings attend the school, or who are Catholic seeking admission from public schools.

## **2.4 Students**

1. The board, upon the review and recommendation of the *mission integration committee*, shall ratify all revisions of a widely distributed school publication referred to as the *Student-Parent Handbook*.
2. Policies, guidelines, procedures and rules affecting students shall be contained in the *Student-Parent Handbook* that shall include, but not limited to:
  - (a) The school's mission and philosophy statements
  - (b) Academic information
  - (c) Conduct and discipline information
  - (d) Co-curricular program information
  - (e) Guidance and counseling services information
  - (f) General policies and procedures
  - (g) Non-discrimination statement
  - (h) Student records/trustee policy
  - (i) Steroids/Performance Enhancing Substances
  - (j) Use of school facilities and other assets
  - (k) Other pertinent information approved by the board

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<sup>10</sup> The term *parents* means one (if only one parent has custody) or both custodial parents, or *parents* means one (if only one legal guardian has custody) or more legal guardians. This definition of *parents* shall apply throughout all school references about *parents* and administrative policies and procedures referring to *parents*.



## **2.5 Student Pregnancies <sup>11</sup>**

The board of trustees expects that, through the school's philosophy, teachers guide students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, the school will assume the position that all life is a God-given gift and is sacred. The school will support the pregnant student by encouraging her to continue her studies at the school and by providing pastoral guidance. The administration will establish guidelines that reflect the spirit and intent of this policy, which will be periodically reviewed by the *mission integration committee*.

## **2.6 Grievances**

Any grievance concerning employee dismissal, termination, or non-renewal of contract must focus on a violation of processes described in the *Personnel Guide*. Reduction-in-force and physical incapacity to perform job/position are not subject to the grievance procedure.

Concerning other matters, and as referred in the *Personnel Guide*, the normal procedure for addressing a grievance follows established channels of upward communication. When an impasse with a superior is reached, the matter should then be appealed to the principal. If the issue is not resolved through the principal's office, the matter may be appealed to the president. Should these processes result in further impasse, the aggrieved employee may petition the president for a grievance hearing before a grievance board.

A petition to the president for a grievance hearing before a grievance board must be submitted in writing. The president shall arrange for a grievance board hearing within fourteen (14) days of receiving the petition and convene a grievance hearing. A grievance board is comprised of three (3) members: an Oakland diocesan administrator to serve as chairperson, one member appointed by the aggrieved employee, and the third member appointed by the president.

The nature of a grievance will determine what individuals may present evidence at the hearing although the grievance board has the right to ask anyone to present germane evidence at the hearing. After hearing the presentation of evidence, the grievance board must make a written recommendation concerning the disposition of the grievance to the president within three (3) working days.

Within ten (10) working days after the decision of the grievance board, the aggrieved employee may request a hearing by the board of trustees. In such a case, the aggrieved employee will communicate to the board by means of a written letter addressed to the chairperson of the board. This letter shall include (a) the nature of the grievance, (b) general background and (c) the request that the board is asked to consider.

## **2.7 Steroids/Performance Enhancing Substances <sup>12</sup>**

The school shall prohibit the use of any performance enhancing substances including androgenic or anabolic steroids. The school's athletic department will provide in-service training for all coaching personnel and student athletes regarding the dangers of using performance enhancing substances. Further, the athletic department is to provide in-service training to coaching personnel which addresses the resources and remediation strategies available to the department assisting student-athletes, where applicable, to terminate the use of these substances.

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<sup>11</sup> Adopted 23 October 1995. Revised and approved 2 June 1997.

<sup>12</sup> Approved 24 May 1993. The California Interscholastic Federation (CIF) requires public and private school governing boards to have a policy concerning performance-enhancing substances. The school must further publish this policy and require that all student-athletes and their parents acknowledge their understanding and acceptance of this policy on an annual basis. Revised and approved 4 March 2002.

## **2.8 Parent Auxiliary Organizations**

1. The president, through the office of the principal, shall provide an annual report on the status of the auxiliary organizations of the school as to their adherence to the mission, philosophy, and policies of the school.
2. All boards, councils, clubs, committees and groups organized and operated under the auspices of the school, or using the name of the school, shall be approved by the president upon the recommendation of the principal and shall adhere to the mission, philosophy and policies set forth by the school's administration and board of trustees.
3. Auxiliary organizations shall:
  - (a) Have a written statement of purpose
  - (b) Be governed by written policies and procedures
  - (c) Establish goals and annual objectives within the scope of the school strategic plan
  - (d) Conduct the annual business and fundraising affairs of the organization with an approved annual budget consistent with the organization's goals and objectives
  - (e) Have a faculty or staff moderator approved by the president or his/her designate
  - (f) Have meetings and events approved and coordinated with annual school calendar

## **2.9 Record Retention Policy<sup>13</sup>**

The administration shall implement, maintain and periodically review a record retention policy that shall ensure that (1) all necessary institutional records and documents are adequately protected and preserved and (2) records no longer needed to be held by the institution are disposed by appropriate methods. This policy shall apply to all records generated in the course of the school's operation including paper files, original documents, reproductions of original documents, microfilm, and computer-stored records.

## **2.10 Naming and Conferring Recognition Awards<sup>14</sup>**

The board of trustees and administration may confer awards to recognize students, parents, alumni, alumni parents, volunteers, faculty and staff who demonstrate outstanding achievement, commitment, dedication, service, scholarship and/or other forms of exceptional merit in a variety of defined categories. Such awards shall not be named after a person or entity but in the spirit of, and thematically consistent with the school's mission, values and charisms of the Congregation of Holy Cross. Exceptions to this policy may be considered based on the desires and circumstances of major donors' funding requests.

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<sup>13</sup> Approved 4 March 2002.

<sup>14</sup> Approved 4 March 2002

### **3.00 Policies and Procedures Relating to Fiscal and Facility Affairs**

#### **3.1 Stewardship and Fiscal Affairs** <sup>15</sup>

1. The school's fiscal policies shall comply with the articles of incorporation, bylaws, policies and guidelines of the members of the corporation, and policies of the board of trustees.
2. As reviewed, discussed and recommended through the *finance committee*, the board of trustees shall annually:
  - (a) Review and approve operating and capital budgets
  - (b) Review and establish tuition and fees
  - (c) Govern the school within a balanced budget
  - (d) Designate an annual percentage of operational funds budgeted for capital reserves
  - (e) By 30 June, transfer any or all capital reserves to designated fund balances
  - (f) Review the annual audit
3. All budgeting, accounting and fund management shall be according to acceptable accounting procedures.
4. Whatever the form of payment, and regardless of the designated use, all funds received by the school shall be directed to the school's business office for endorsement and deposit.
6. Upon the recommendation of the *finance committee*, the board may authorize borrowing between funds.
7. The administration shall implement the annually approved operations and capital budgets and provide timely financial reports to the *finance committee*, board of trustees, and the members of the corporation.
8. The *institutional advancement committee* shall approve and monitor all fund development programs of the school in compliance with the school's mission, philosophy and board policies.
9. All funds, donations, or other forms of gifts received through school auxiliary organizations and/or special programs shall comply with the school's mission and board policies.
10. The board shall establish and define operational and quasi-endowment reserve fund balances and approve guidelines for the growth and maintenance of such funds. The *finance committee* shall periodically review the purpose and status of these funds and when warranted recommend guideline revisions to the board of trustees.
11. The president will provide timely reports pertaining to the fund development programs.

#### **3.2 Investment Policies**

The board shall provide its governing fiduciary responsibilities for school assets (operational and capital reserves) through a set of guidelines and administrative procedures referred to a *Statement of Investment Policies and Objectives*. The *Statement* shall:

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<sup>15</sup> Revised and approved 4 March 2002.

- (a) Establish a clear understanding of the school's investment policies and objectives within the spirit of economic and social justice, the school's mission and philosophy, and stewardship for philanthropic gifts made to the school
- (b) Provide flexible and practical guidelines for investment managers to insure that assets are being managed in accordance with investment policies and objectives
- (c) Provide a basis for the evaluation of investment performance of assets
- (d) Be monitored and periodically reviewed by the board of trustees upon the recommendation of the *finance committee*

### **3.3 Tuition Assistance<sup>16</sup>**

Consistent with the school's mission and philosophy, tuition assistance shall be provided to eligible students who reflect the diversity and socio-economic demographics of the area served by the school. A tuition assistance program shall be maintained that is designed to attract and retain qualified students to excel academically and participate in cocurricular activities of the school.

### **3.4 Faculty and Staff Grants<sup>17</sup>**

The school shall offer tuition discounts to reward faculty and staff members and encourage their retention as employees. Faculty and staff members who have students enrolled in the school shall be eligible to apply for other forms of assistance offered by the school.

### **3.5 Facilities and Resources Management**

School facilities shall be managed and used in a manner consistent with the mission statement and philosophy and its tax-exempt status. Policies affecting the use of the school facilities and other material resources shall be included in the *Personnel Guide* and, where appropriate, the *Student-Parent Handbook*.

### **3.6 Earthquake Preparedness<sup>18</sup>**

The school shall operate with a comprehensive earthquake response system and the president shall periodically report to the board on the status of the school's earthquake preparedness.

### **3.7 Authorization of Disbursements<sup>19</sup>**

Consistent with *Article XI, Section 5* of the bylaws, disbursements shall be made only upon the order of signatures of any two officers of the board of trustees or other board approved signatories. These approvals will be requested by the administration at the first board meeting at the beginning of the first semester of the academic year.

<sup>16</sup> Approved 24 February 1994. This policy is inclusive of board policy (11 June 1990) entitled *Tuition Benefits Policy for Moreau Faculty and Staff*. Revised and approved 2 June 1997. Policy 3.4 Faculty and Staff Grants was separated from policy 3.3. Revised and approved 4 March 2002.

<sup>17</sup> Approved 4 March 2002.

<sup>18</sup> Approved 6 May 1991. Revised and approved 4 March 2002.

<sup>19</sup> Approved 4 March 2002.